



# FOREIGN AFFAIRS MANUAL

## VOLUME 1 – Organization and Functions

Transmittal Letter: ORG-78

Date: April 12, 1999

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### SUBCHAPTER 1 FAM 230 BUREAU OF PERSONNEL (PER)

#### MAJOR CHANGES

1. 1 FAM 230 has been revised. Major changes include the following:
  - Changes in the responsibilities of the Director General of the Foreign Service and Director of Personnel (M/DGP) (1 FAM 231.1);
  - Expansion of the authorities that apply to the Bureau of Personnel (PER) (1 FAM 231.4);
  - Changes in the functions of the Family Liaison Office (M/DGP/FLO) (1 FAM 232.1);
  - Changes in the functions of the Policy Coordination Staff (M/DGP/PC) (1 FAM 232.3);
  - Changes in the functions of the Office of Employee Relations (PER/ER) (1 FAM 235.3);
  - Changes in the functions of the Executive Office (PER/EX) (1 FAM 235.4);
  - Changes in the functions of the Office of Overseas Employment (PER/OE) (1 FAM 235.5);
  - Changes in the functions of the Office of Retirement (PER/RET) (1 FAM 235.7); and
  - Changes in the functions of the Office of Recruitment, Examination, and Employment (PER/REE) (1 FAM 235.8).
2. Revisions since the last update appear in italics. Other than formal titles, the italics will be removed the next time the material is updated. Only

current changes will appear in *italics*. Italics provide a historical record of changes.

3. Officers are reminded that Department-issued materials not codified in the ***Foreign Affairs Manual*** or its supplemental ***Foreign Affairs Handbook*** series generally have no regulatory validity (see 2 FAM 1115.2).

## FILING INSTRUCTIONS FOR PAPER COPIES

1. Remove and destroy the text of the old 1 FAM 230, as well as 1 FAM 231 Exhibit 231.2 (issued under TL:ORG-63, dated 11-14-95; 8 pages total) and replace it with the attached revised 1 FAM 230 (TL:ORG-78, dated 04-12-1999; 14 pages total).

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:ORG-78, and initial.

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**(PER/EX)**